

**DIVISION OF EXCEPTIONAL CHILDREN
MEDICAID SELF ASSESSMENT
PROCEDURES
2006**

- 1. It is recommended that an LEA conduct a Medicaid self assessment at least once a quarter.**
- 2. The sample can be determined by service (occupational therapy, physical therapy, etc.) or by random.**
- 3. The sample size should be adequate to determine if requirements are being met. A sample should be at least 10-15% of your special education students in order to accurately reflect the whole population.**
- 4. An LEA should designate an individual to conduct the self assessments and oversee the corrective actions. Individuals who serve as Medicaid or compliance staff for the LEA are good staff to designate for this responsibility.**
- 5. If non-compliance is found during a self assessment, corrective actions are necessary. A follow up review should be scheduled no later than four months after the initial review.**
- 6. Service providers should have training on compliance for Medicaid at least once a year. The beginning of the school year is a good time to schedule this training. Service providers should be informed regularly of monthly Medicaid bulletins from DMA and DPI Medicaid update memos.**